



Executive Director, Community Homeworks Kalamazoo, MI

Community Homeworks is a non-profit organization with a mission “to empower our low-income neighbors to maintain safe, sustainable, and dignified homes”. The Executive Director is the Chief Executive Officer of Community Homeworks, responsible for the organization’s consistent achievement of its mission, strategy, goals, and objectives, reporting directly to the Board of Directors. The Executive Director has overall responsibility and accountability for the organization’s performance including programs and services, talent management, resource acquisition and allocation. This individual must be open and innovative, seeking permanent and practical solutions to poverty reduction.

Responsibilities;

- Work in close cooperation with the Board of Directors to develop and implement the strategic direction of the organization.
- Provide overall guidance for the direction of the organization, including supervision of staff.
- Serve as the “face of the organization” to those served, partners, funders and the community.
- Oversee budget development, management, and the allocation of resources.
- Provide leadership and direction for the organization’s programs, systems, and procedures.
- Oversee the development and implementation of programs and services, including their evaluation.
- Foster best practices to ensure the organization is nimble, responsive and maintains a positive learning posture.
- Foster an organizational culture which attracts, motivates and retains talent.
- Manage individual and organizational performance.
- Maintain records and documents, ensuring compliance with federal, state, and local regulations.

Required traits and skills:

- Passion for the mission and vision of the organization and for meeting the needs of vulnerable homeowners.
- Personal values aligned with the core values of the organization.
- Outstanding communication skills – including oral, written and presentation skills.
- Outstanding relationship development and management skills.
- Ability to provide visionary leadership and think strategically.
- Proven capabilities in operational, financial, and human resources management.

Required education and experience:

- Bachelor's or Master's degree preferred and six years' experience OR Associates degree and professional contractor licensing, and/or a combination of six years' experience.
- Strong management and supervisory skills and experience.
- Demonstrated leadership ability in strategizing and coalition building.
- Excellent written and oral communication skills.
- Ability to work with minimal supervision.
- Demonstrated effectiveness in fund development.
- Six years or more experience in non-profit management preferred.
- Six years or more experience in housing a plus.
- Experience in Construction Management a plus.

For additional information or submit a resume for consideration, please contact:

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Applications will be accepted through May 25, 2020.